

# New Hire Checklist



## YOUR Period of Initial Eligibility (PIE) Ends on 31 days after hire date!

- ☐ **Prior to hire date:** Explore the Casual new hire benefit website for comprehensive information at [benefits.lanl.gov](https://benefits.lanl.gov) or click [here](#) for our external page.
- ☐ Review the Required Notices Package & sign and return the Acknowledgement of Receipt of Required Notices to [benefits@lanl.gov](mailto:benefits@lanl.gov)
- ☐ Attend the New Hire Benefits WebEx the week of your hire date.
- ☐ The Friday following your hire date review your 401(k) account information and designate beneficiaries through Fidelity Net Benefits at <https://netbenefits.fidelity.com/>.
  - ☐ **Note:** Employees on Regular, Term, Post-Doc, GRA, and Post-Bac assignments are eligible to participate in the 401(k) Retirement Plan. Eligible employees will be auto-enrolled with a 6% contribution 31 calendar days from the date of hire. To opt out or contribute earlier log in to [netbenefits.fidelity.com](https://netbenefits.fidelity.com/)
- ☐ **By Day 31:** Email a completed Casual Benefits Enrollment form **with** required supporting documentation to the Benefits Office at [benefits@lanl.gov](mailto:benefits@lanl.gov) within **31 calendar days of your hire date**.
- ☐ Contact the Benefits Office for assistance with coordination of coverage if you are currently covered in a LANL sponsored plan, including the retiree plans (505-667-1806).
- ☐ Create accounts for enrolled benefits (BCBS, Express Scripts, Hinge Health, ConsumerMedical, MDLive, Fidelity)

**Note:** LANL plan rules do not allow duplicate coverage. This means you may not be covered in any LANL sponsored benefit plan as an employee and as an eligible dependent of another LANL employee or retiree at the same time. Family members of LANL employees may not be covered by more than one employee. For example, if a husband and wife both work for LANL, their children may not be covered by both.

### Contact Information

External Website: <https://www.lanl.gov/careers/employees-retirees/new-hires/benefit-options/casual-status.php>

Email: [benefits@lanl.gov](mailto:benefits@lanl.gov)

Phone: (505) 667-1806